



**United States Bankruptcy Court  
District of Delaware**

824 Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**Vacancy Announcement No. 07-05**

**Programmer/Systems Administrator (Permanent/Full-Time)**

Salary Range: \$63,655 - \$103,446\* (CL-29)

Opening Date: May 11, 2007

Closing Date: Open Until Filled. Preference given to applications received by June 11, 2007.

**Position Overview:**

The Clerk's Office of the United States Bankruptcy Court for the District of Delaware is accepting applications from qualified applicants for the position of Programmer/Systems Administrator. The Programmer/Systems Administrator is responsible for the automated systems within the Court including operations, coordination, and integration of all applications supported. Incumbent performs work related to designing, modifying, and adapting existing software. The incumbent is also responsible for training of personnel in automated system(s) and for coordinating and integrating all office automation equipment within the Court. The Programmer/Systems Administrator reports to the Administrative Manager.

**Representative Duties:**

The Programmer/Systems Administrator assists in the development and implementation of short and long range automation improvement plans for the Court, while ensuring that changes can be implemented with minimal disruption to the Court; manages and coordinates execution of implementation plans for major automated systems; coordinates with management of affected departments to adapt software, documentation, and operating procedures to the Court's needs; performs testing and troubleshooting; devises security systems for hardware, software, and data; advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems; supports and maintains automation equipment, systems, and networks, including the Data Communications Network (DCN), WAN, LAN, network stations, courtroom technology, phone/cellular systems, remote/wireless access, and peripheral devices; coordinates the installation, set-up, and maintenance of all software and hardware applications; ensures that systems are functional, efficient, and meeting the needs of the users; assists in developing budget priorities and justifications for system equipment, up-grades, and normal operations; consults with internal and external Court customers to determine local Court needs; develops specific system features and reports to satisfy these needs; designs, modifies, adapts, and enhances existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software; identifies, coordinates, and delivers training in uses and capabilities of new and current systems; provides timely user support and problem resolution for systems-related issues; implements appropriate security for the technology used by the Court; assists in the development and implementation of automation related policies and procedures; and oversees automation maintenance and cyclical replacement programs for the Court.

**Qualifications/Requirements:**

A minimum of three years of progressively responsible specialized experience, including at least one year equivalent to work at the Court Personnel System CL-28 level is required. Specialized experience includes experience in programming and project management; thorough experience in analyzing, evaluating, and determining automation needs and planning to implement systems to meet those needs; and demonstrated experience in the theories, principles and practice of local and wide area networking, including computer hardware and software, office automation, database design, and data communications. Must have general experience in at least two of the following programming languages (Perl preferred): .NET, ASP, Java, Java Script, Visual Basic, SQL, Perl, Delphi, XML, or any Microsoft programming environment. Must have understanding of object oriented design and programming. Must have demonstrated ability to take end user requirements and develop an application with security and usability. Experience in preparing and maintaining structured documentation for locally developed application is desired.

The successful candidate will be a self-starter with demonstrated analytical and problem solving skills. Must exercise mature judgment and present a professional demeanor, have excellent ability to effectively communicate both orally and in writing, and have skill in training automation and non-automation personnel in automation techniques and processes.

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*\*Salary dependent on experience in accordance with the Court Personnel System Salary Plan of the U.S. Courts.*

**Qualifications/Requirements (cont.):**

A high school diploma or GED/equivalent is required. A bachelor's degree from an accredited college or university in Computer Science, Management Information Systems (MIS), or a related field is preferred, as are certifications in A+, MCSE, and/or project management, or equivalent certifications; a solid background and understanding of legal terminology and court operations, including working knowledge of CM/ECF, is a plus, but is not required. Also preferred are experience with Linux, Unix, Windows, Lotus Notes, and office productivity software suites and knowledge of the configuration and administration of IIS and other various web servers.

**Application Procedure:**

Qualified candidates may apply by mailing a cover letter (please include announcement number); resume detailing qualifications, experience, and salary history; and the names, addresses, and phone numbers of three professional references to:

United States Bankruptcy Court  
District of Delaware  
Attn: Human Resources  
824 Market Street  
Wilmington, DE 19801

Preference will be given to applications received by June, 11, 2007. Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. Only qualified applicants will be considered.

**Benefits:**

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); and 10 paid holidays per year.

Optional participation in subsidized medical benefits with pre-tax employee premiums; group life insurance, long term care insurance, and dental and vision insurance.

Flexible benefits program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs).

Participation in the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K plan).

Alternative work schedule options are available.

*Creditable service time in other federal agencies or the military will be added to judiciary employment.*

**Employment Conditions**

Applicant must be a U.S. citizen or be eligible to work in the United States.

The selected candidate will be hired provisionally pending successful completion of a ten-year background investigation and will be subject to an updated investigation every five years thereafter. Unsatisfactory results may result in termination of employment.

All appointments subject to mandatory electronic funds transfer (EFT) for payroll deposit.

Applicants selected for interviews must travel or relocate at their own expense.

**The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.